

## **East Providence Housing Authority**

### **REGULAR MEETING**

**May 8, 2012**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at CityView Manor. The meeting was called to order at **4:35PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

#### **ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Patricia Diffley, M. Luci Stoddard, and Executive Director Theresa Correia. Excused: John Faria, Dorothy Tillou, Antero Braga

#### **RESIDENT & PUBLIC CONCERNS:**

None

#### **APPROVAL OF MINUTES:**

Regular Meeting 3/27/12. Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Vice Chair Vargas. All Commissioners voted aye.

#### **DIRECTOR'S REPORT:**

Director Correia reported on the following:

- PHAS: Director Correia informed the board that for F/Y 2011, the EPHA received a Standard Performer designation. Correia explained the new "Interim Rule" in place. There were changes implemented by this rule that are intended to enhance the efficiency of HUD's Public Housing Assessment System (PHAS).
- Construction: The Commissioners were updated on the progress of the City View exterior Modernization Project. A tenant meeting was held on 3/29/12 and attended by close to 100 tenants. As of the date of this report the repointing and replacing of deteriorated mortar joints was taking place at the west side of the building. Weather permitting they should be at the east side of the building in a week or so. A cement based color water proof product (Conproco), was applied to the south wall. The project seems to be on track.
- Training: Director Correia informed the board that 4 Housing Specialists had attended an Advanced Rent Calculation training sponsored by RI Housing. Consulting firm, NanMcKay, conducted the class, which took place over 3 days and ended with a proficiency exam. These classes are necessary to ensure that staff is kept up to date on changing regulations.

Other training that recently took place was in our Maintenance Dept. I am happy to report that all of our Maintenance Staff has attended and become

certified in Lead Based Paint Renovation, Repair, and Painting. This fulfills the regulations that are in place. The 8 hour classes were held at Chelo's in Warwick by Spectrum Code Seminars.

Commissioner Stoddard moved and Commissioner Diffley seconded to approve the Executive Director's report as presented. The motion carried.

#### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus reported that there were 9 vacancies, all of which were ready for lease up. Vice Chair Vargas commended Lori. Commissioner Vargas moved and Commissioner Stoddard seconded a motion to approve the report. The motion carried.

#### **SECTION 8 OCCUPANCY REPORT**

Director Correia reported that there had been no changes since the last meeting. There were plans to pull approximately 30-40 applicants from the list and begin the process of qualifying them. Commissioner Stoddard asked some questions regarding waiting lists. A motion was made by Commissioner Stoddard, seconded by Commissioner Diffley to accept the report as presented. The motion carried.

#### **FAMILY SELF SUFFICIENCY REPORT**

Jennifer Brightman informed the board of her continuous efforts to recruit for the committee. This involved meetings with RI College and East Providence Youth Center. Director Correia praised her hard work and efforts. A motion was made by Vice Chair Vargas, seconded by Commissioner Stoddard to accept the report as presented. The motion carried.

#### **PAID BILL REPORT**

**March 2012 - \$113,925.87** Vice Chair Vargas moved approval of the March 2012 Paid Bill Report. That motion was seconded by Commissioner Diffley and passed unanimously.

**April 2012 - \$97,539.66** Commissioner Stoddard moved approval of the April 2012 Paid Bill Report. That motion was seconded by Vice Chair Vargas and passed unanimously.

#### **REQUISITIONS:**

Freeport General Contracting- \$80,325.00 for work performed on exterior City View Manor restoration project. A motion was made by Commissioner Stoddard, seconded by Commissioner Diffley to approve the payment. The motion carried unanimously.

#### **NEW BUSINESS**

##### **A. Resolution #477: –HCV Reasonable Rent Determination Policy Update**

Director Correia informed the board that Nelrod, the agency that prepared our rent determination, made changes to the manner in which they determine what reasonable rent is. As a result, we are updating our policy by approving this resolution. A motion was made by Vice Chair Vargas to amend the SEC 8 Administrative Plan to include the revised RR Policy as presented. It was seconded by Commissioner Stoddard. Under a roll call vote, motion passed unanimously.

## **APPROVALS**

### **A. 182 Warren Avenue Hot Water Tank Replacement**

As discussed at the 3/27/12 meeting, a small leak was found in the hot water tank. Given the age of the tank, it was agreed that it be replaced. As of this date we have had RI Analytical out to the site to perform an analysis for asbestos content. Once those results are back, Castellucci & Gali will prepare specifications and obtain proposals. We are confident that we will have pricing by the next commissioners meeting on June 26, 2012. A motion was made by Commissioner Stoddard to go forward and prepare the necessary documents to obtain proposals for the replacement of the hot water tank. A second was made by Vice Chair Vargas. All Ayes.

### **B. 115 Goldsmith Hallway Restoration**

Director Correia expressed the need for replacement of all the carpeting, painting of the hallways, and replacement of the handrails at Goldsmith Manor. This project would be completed with money from our 2012 Capital Fund Grant. Correia asked approval to go forward and have the architect draw up the necessary plans and specifications to start the process. A motion was made by Vice Chair Vargas to go forward and prepare the necessary documents to obtain proposals for Goldsmith Hallway Restoration. A second was made by Commissioner Diffley. All Ayes.

## **FYI**

### **PHARI FLYER**

Lists of Contract Vendors

## **ADJOURNMENT**

At 5:17 PM upon a motion by Commissioner Stoddard with a second by Vice Chair Vargas the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia